

DRAFT (March 2006)



Agency Training

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Welcome to the Disposal Reporting System Waste Agency Training module.

As an agency manager, you are required to train your employees on their responsibilities regarding the DRS. This web-based guide is intended to help you meet the required training responsibilities and can be integrated with local city or county training information. This module focuses on each employee's DRS responsibilities according to the regulations. It represents the minimum requirements for training. In no way is this training module intended to be a comprehensive training program that incorporates every agency's procedures for complying with the Disposal Reporting System.

You should determine the necessary training parts of this module that best fit your operation and that will be most beneficial to your employees. Local requirements must equal or exceed state DRS requirements.

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Who is an Agency?



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An agency is the local entity responsible for compiling the disposal information from haulers and solid waste facility operators. The county is the agency, unless a region is given the responsibility as part of a regional agreement.

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Integrated Waste Management Act of 1989 (AB 939)



- **Waste Diversion Mandates**
 - 25% by 1995
 - 50% by 2000

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The Integrated Waste Management Act (sometimes referred to as AB 939), created waste diversion mandates, requiring each city and county to divert 25% of all solid waste by 1995 and 50% of all solid waste by 2000 through source reduction, recycling and composting activities.

The Integrated Waste Management Act also created the CIWMB to oversee administration of the diversion mandates and other waste management duties.

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Amendments to the Integrated Waste Management Act

- **AB 2494 (1992)**
 - Regionalization of Integrated Waste Management Planning
 - Disposal-based Counting
 - Assistance to Local Governments
- **SB 2202 (2000)**
 - Extended the 50% diversion mandate for years beyond 2000

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In 1992, AB 2494 allowed jurisdictions to meet the waste diversion mandates on a regional basis and allowed the submittal of regional integrated waste management plans, rather than countywide integrated waste management plans.

AB 2494 also required the CIWMB to use a disposal-based method of measuring compliance with the 25 percent and 50 percent waste diversion mandates.

In addition, AB 2494 required the CIWMB to provide increased assistance to local governments in preparing their integrated waste management plans.

In 2000, SB 2202 required jurisdictions to maintain a diversion rate of at least 50% for report years beyond 2000.

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Calculating Diversion Rates



Generation

-



Disposal

=



Diversion

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Diversion rates are estimated each year by subtracting disposal from generation. Generation is estimated through generation studies and disposal data is from the Disposal Reporting System. Base year generation is adjusted for changes in population and economics before subtracting the reporting year disposal amounts to estimate the reporting year diversion rate.

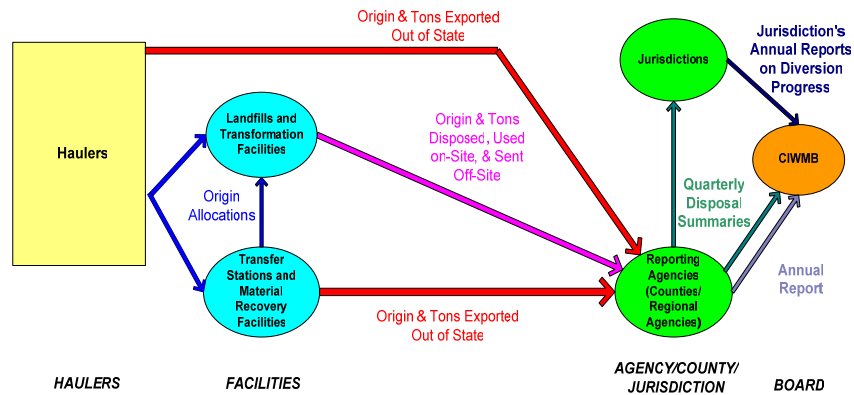
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Reporting Requirements for All Entities



2/09/2006

Who Reports in the Disposal Reporting System



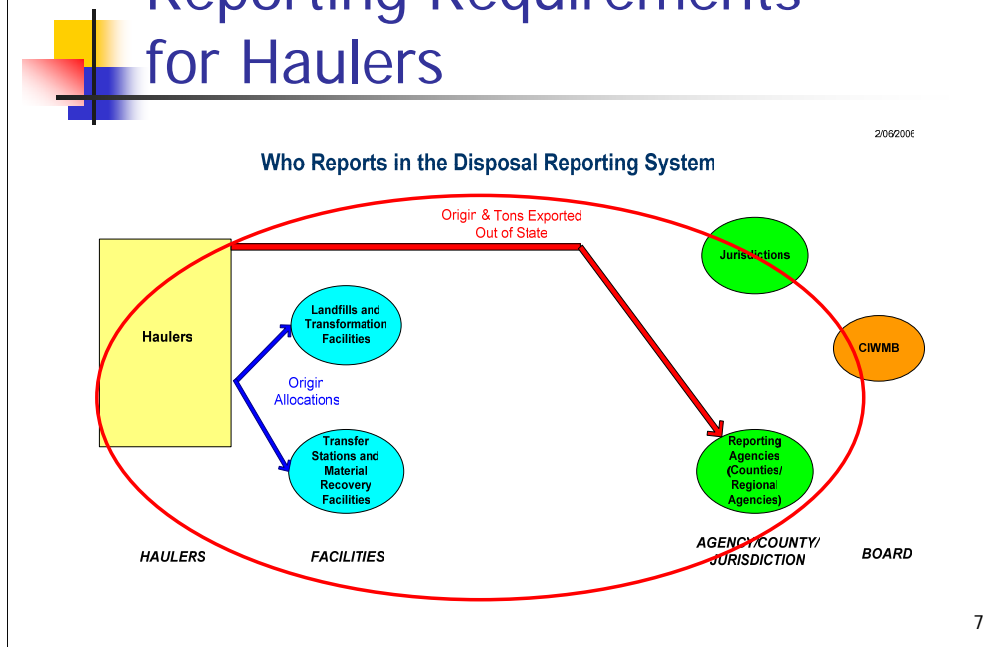
6

Revised Disposal Reporting System regulations became effective January 1, 2006. This chart shows the original DRS reporting requirements that remain in effect for all entities. These entities include: haulers, facilities, agencies/counties/jurisdictions and the Board. This slide shows why correct information from the haulers is critical.

In the next few slides we will look at the reporting requirements for each entity to understand the different roles of each and also look at the revised requirements.

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Reporting Requirements for Haulers



This chart shows the reporting requirements for haulers prior to January 1, 2006 that remain in effect.

Haulers are required to identify the city or county where the waste is from during the survey period.

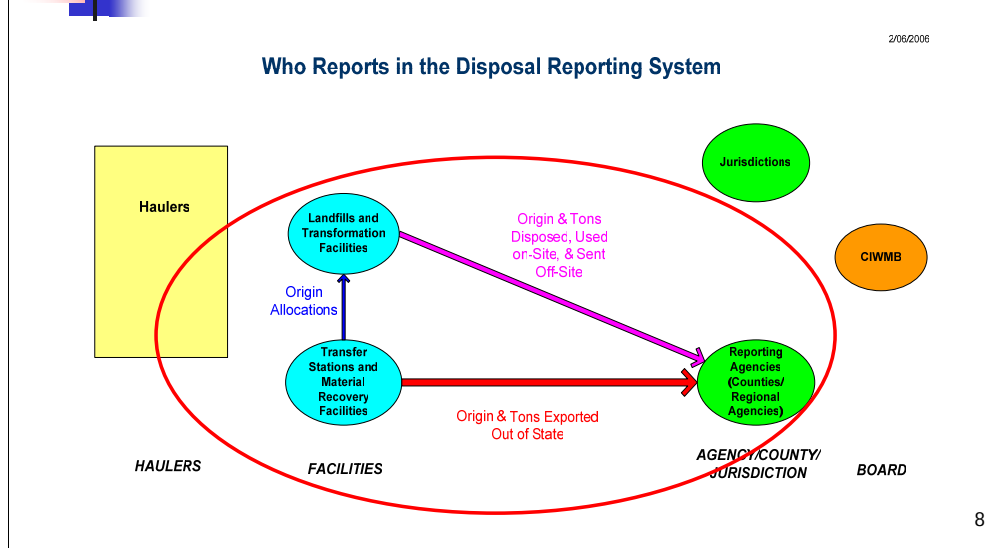
The survey data is used to determine the amount of waste to allocate to each city and county for the entire quarter.

That information is provided to landfills, transformation facilities, transfer stations and material recovery facilities.

Also, each quarter a public contract hauler who exports waste out of California, must prepare a report on the tons of exported waste and where the waste is from and provide it to counties and regional agencies.

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Reporting Requirements for Facilities



This chart shows the reporting requirements for facilities prior to January 1, 2006 that remain in effect.

Transfer stations are required to collect information on where each load of waste is from during the survey period and to provide total tons and origin allocations to landfills and transformation facilities.

Also, transfer stations must report quarterly to counties and reporting agencies information on amounts of waste exported out of state and where the waste came from.

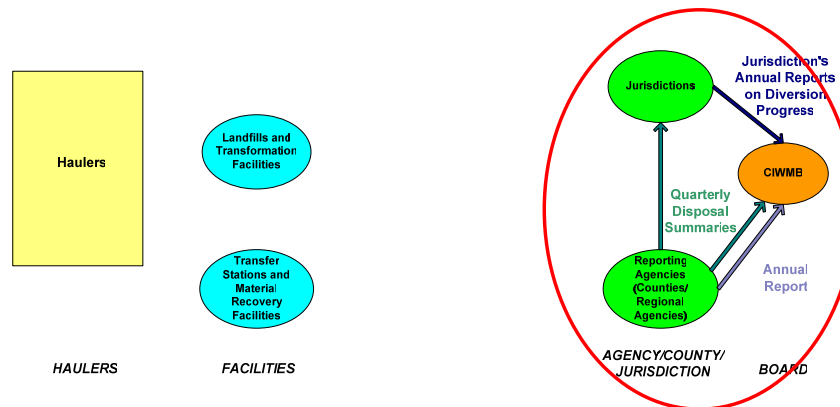
Landfills and transformation facilities must collect information on where each load of waste is from during the survey period and provide total tons and origin allocations to counties and reporting agencies.

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Reporting Requirements for Agencies/Counties/Jurisdictions

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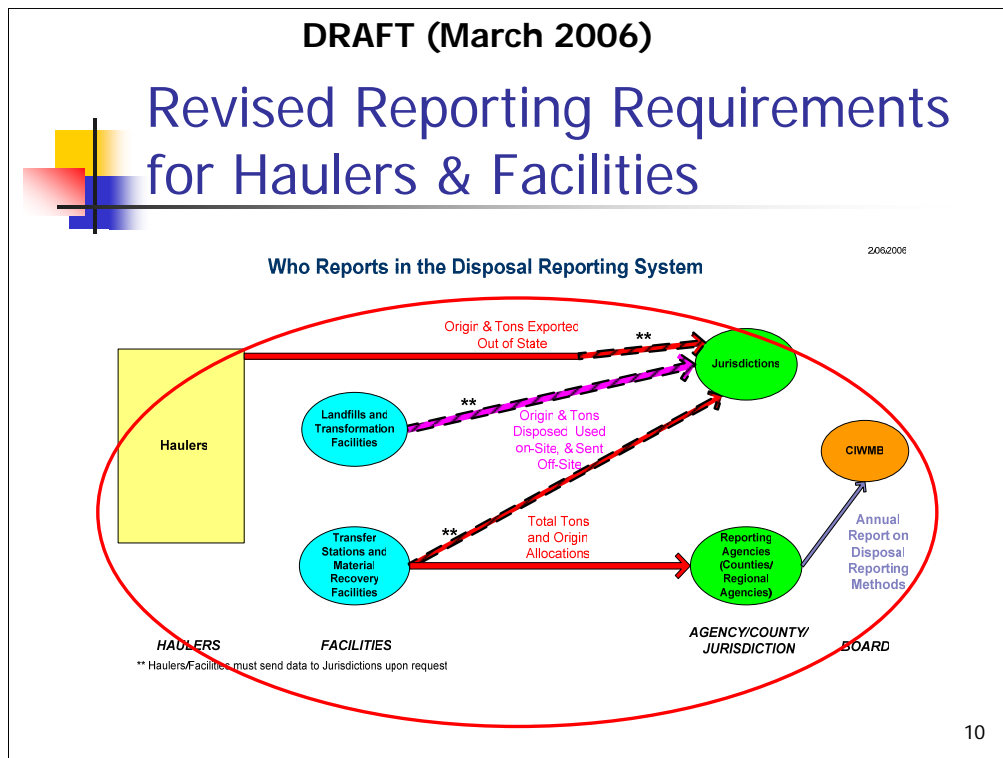
Who Reports in the Disposal Reporting System



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This chart shows the reporting requirements for agencies/counties/jurisdictions prior to January 1, 2006 that remain in effect.

Counties and reporting agencies must submit quarterly disposal summaries to jurisdictions. Jurisdictions then use these quarterly disposal summaries to show their diversion progress when submitting their annual report to the Board.



Revised reporting requirements as of January 1, 2006 involve haulers, facilities and counties and regional agencies.

For haulers: In addition to reporting the tons of exported waste and where the waste is from and providing the information to counties and regional agencies, they must also send the information to jurisdictions, upon request.

For landfills and transformation facilities: In addition to collecting information on where each load of waste is from during the survey period and providing total tons and origin allocations to counties and regional agencies, they must also send the information to jurisdictions, upon request.

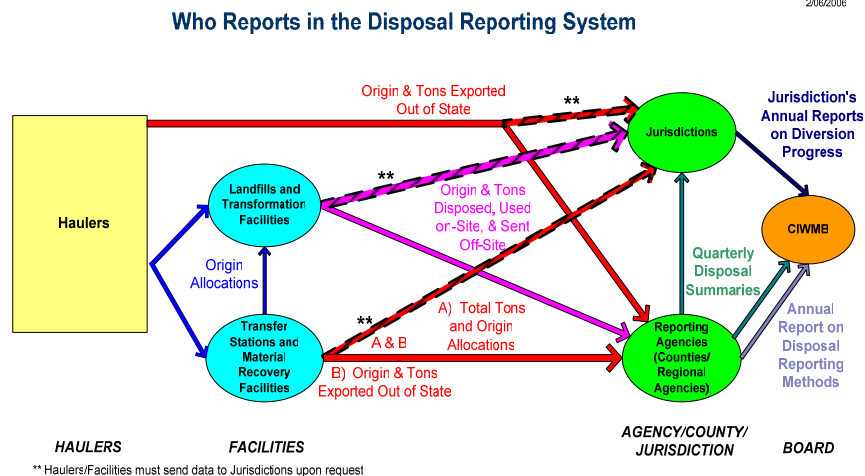
For transfer stations and materials recovery facilities: In addition to reporting to counties and regional agencies the tons of waste exported out of state and where the waste is from, transfer stations and materials recovery facilities must also send the information to jurisdictions, upon request.

All facilities must submit an annual report of disposal facility methods to the county or regional agency in which they are located.

For counties and regional agencies: Each county and/or regional agency must forward a copy of the annual reports of disposal reporting methods received from each facility to the Board.

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Revised "Who Reports in the Disposal Reporting System" Chart



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The frequency for collecting information on where the waste is from was changed in the regulation revisions that became effective January 1, 2006. For all compacted loads and for all uncompacted loads greater than 12 cubic yards. For all uncompacted loads less than or equal to 12 cubic yards, the frequency on determining where the waste is from is at least 1 week per quarter.

Rural facilities are allowed to use 1 week per quarter for all loads.

Information on where the waste is from determined by public contract haulers must be based on dispatcher records or hauling routes, billing or other relevant records. Access to records must be provided to affected parties.

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What is disposal?



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Disposal equals all tons disposed at Board-permitted solid waste facilities, which includes all tons disposed at Board-permitted landfills, all tons transformed at Board-permitted transformation facilities, and all tons exported for disposal out of state.

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The Disposal Reporting System

- Surveys
- Jurisdiction-of-origin
- Facility Sends Information to Agency
- Export Reported
- Agency Sends Disposal Report to CIWMB and Jurisdictions

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Facilities are required to perform jurisdiction-of-origin surveys to collect information on where the waste, disposed at their facility, is from.

At the end of each quarter, facilities send summary reports to the agency in which the facility is located for the agency to produce the countywide disposal report that is sent to the CIWMB and affected jurisdictions.

Public contract haulers and transfer station operators are required to report to the agency all waste amounts exported and disposed from each jurisdiction since that waste does not get captured at a Board-permitted disposal facility.

The agency gathers information on waste received, waste disposed, alternative daily cover, alternative intermediate cover, and beneficial reuse and reports it to the CIWMB and to all jurisdictions that disposed waste within their county or region.

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What is a Quarterly Disposal Report?

- A Quarterly Disposal Report includes:
 - Summary Information
 - Name and Solid Waste Information System Number
 - Reporting Quarter and Year
 - Summary Data
 - Landfills & Transformation Facilities
 - Total tons of solid waste accepted, excluding soil received and used onsite
 - Total tons of solid waste sent off-site for reuse, recycling or composting
 - Total tons of solid waste disposed/transformed at facility

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Your agency's quarterly disposal report to the Board and jurisdictions includes: summary information, summary data, and tons by each jurisdiction of origin.


Summary information consists of the facility name and SWIS number and reporting quarter and year.

Include the following summary information for landfills and transformation facilities in your county or region:

1. Total tons of solid waste accepted, excluding soil received and used onsite.
2. Total tons of solid waste sent off-site for reuse, recycling or composting.
3. Total tons of solid waste disposed/transformed at facility.

For more information on how soil relates to the reporting system, refer to sections 18801(a)(27) and 18801.1 of the DRS regulations.

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What is a Quarterly Disposal Report?

- Summary Data (cont'd)
 - Landfills Only
 - Total tons of soil accepted and used onsite
 - Estimated in-place density achieved (lb./cu.yd.) & estimated waste-to-cover ratio used at landfill, OR airspace utilization factor (tons/cu.yd.)
 - Total tons reported to Board of Equalization
 - Total tons of solid waste reused onsite for:
 - Alternative daily cover, by material type
 - Alternative intermediate cover, by material type
 - Other beneficial reuse by material type
 - Transformation Facilities Only
 - For transformation facilities only: tons of untreated ash


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For landfills only, include:

- 1) Total tons of soil accepted and used onsite.
- 2) Either the estimated in-place density achieved by pounds per cubic yard and the estimated waste-to-cover ratio used at the landfill or the airspace utilization factor by tons per cubic yard.
- 3) The total tons reported to BOE.
- 4) The total tons of solid waste reused onsite for ADC by material type, AIC by material type and other beneficial reuse by material type.

And for transformation facilities only, include tons of untreated ash resulting from the transformation process.

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What is a Quarterly Disposal Report?

- Tons by each jurisdiction of origin
 - Tons of all solid waste & all materials accepted at the facility, excluding soil used onsite
 - Tons reused onsite as:
 - Alternative daily cover, listed by material type
 - Alternative intermediate cover, listed by material type
 - Tons host assigned by jurisdiction-of-origin
 - For stations & public contract haulers: tons of exported waste and disposal site name and location

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For the tons by each jurisdiction of origin section, report:

1. Tons of all solid waste and all materials accepted at the facility, excluding soil used onsite.
2. Tons of alternative daily cover and alternative intermediate cover, listed by material type.
3. Tons assigned to the host jurisdiction of a facility. This is waste for which the jurisdiction of origin was not provided to the facility. A host jurisdiction has the opportunity to address the host assigned tonnage in the annual report to the Board.
4. And for stations and public contract haulers, include tons of exported waste from each jurisdiction, as well as the disposal site name and location.

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What is an Annual Methods Report?

- Annual Methods Report
 - Agency shall forward annual reports on disposal reporting methods to CIWMB & maintain copies in agency's records
 - Facility annual report: January 1-December 31
 - Annual report shall include information for each station, landfill and/or transformation facility

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Your agency forwards to the CIWMB, the annual reports on disposal reporting methods from each solid waste facility in the agency. Be sure to maintain copies for your agency's records.

The facility annual report shall cover each year beginning on January 1 and ending on December 31.

The annual methods report includes information on facility DRS methods as described for each station, landfill, and transformation facility in the regulations.

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Disposal Reporting Due Dates

- 1st Quarter Report due by July 15
- 2nd Quarter Report due by October 15
- 3rd Quarter Report due by January 15
- 4th Quarter Report due by April 15
- Annual Methods Report due by April 15

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An agency must submit to the CIWMB and jurisdictions, their quarterly disposal reports by July 15 for the first quarter, October 15 for the second quarter, January 15 for the third quarter of the previous year, and April 15 for the fourth quarter of the previous year. The annual methods reports covering the previous year are due by April 15 along with the 4th quarter report and are sent to the CIWMB.

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Amended Disposal Reports

- What should be done when an agency receives amended disposal information?
- Jurisdictions may use amended data in their annual reports.
- Deadline for submitting amended reports for a report year: May 15 for the previous year.

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If an agency receives amended disposal information from a landfill or transformation facility operator or amended export information hauler, the agency must send the Board and each affected jurisdiction an amended report for each affected quarter once per quarter, as applicable.

The final deadline for submitting revisions for a report year data is May 15 for the previous year. After the CIWMB finalizes the DRS data for posting on the web, no additional changes will be made in the state's database. However, jurisdictions may use updated disposal information they receive after the May 15 deadline in their annual reports.

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Tools & Where to Go for More Information

<http://www.ciwmb.ca.gov/lgcentral/DRS/Reports/JurDspFa.asp>

The screenshot shows a web browser window displaying the "Jurisdiction Disposal and Alternative Daily Cover (ADC) Tons by Facility" report page. The page title is "Jurisdiction Disposal and Alternative Daily Cover (ADC) Tons by Facility". Below the title, there is a description: "This report provides annual estimates of the disposal amounts for jurisdictions in California as reported by County/Regional Agency disposal reporting coordinators. The report shows the total amount disposed by the jurisdiction at each disposal facility for a requested year. ADC means Board-approved materials other than soil used as a temporary overlay on an exposed landfill face. [Complete ADC definition](#)".

The form includes a "Select a year:" dropdown menu, a "Select one or more Jurisdictions: (group/ordered by County/Regional Agency)" section with a text input field and a "Please Select one or more Jurisdiction..." prompt, and a "Hold down Ctrl key while selecting jurisdictions to select more than one" instruction. Below the form, there are "Instructions:" and "After the year, jurisdiction(s), and format are selected, click the <Get Disposal Information> button to display the information." sections. At the bottom, there is a "Search Again | DRS Reports Home" link.

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This website provides annual estimates of the disposal amounts for jurisdictions in California as reported by County/Regional Agency disposal report coordinators. Agency disposal report preparers can use this tool to check whether the disposal/ADC and AIC tons in the DRS match their original reports submitted to the Board.

This website is available at: <http://www.ciwmb.ca.gov/lgcentral/DRS/Reports/JurDspFa.asp>



For more information please refer to:

- 1) The Disposal Reporting System regulations available at <http://www.ciwmb.ca.gov/Regulations/Title14/ch9a92.htm>,
- 2) Disposal Reporting System homepage available at <http://www.ciwmb.ca.gov/lgcentral/DRS/> or
- 3) WasteLine, the California Integrated Waste Management Board's information clearinghouse for waste disposal, diversion, and generation data questions available at WasteLine@ciwmb.ca.gov or (916) 341-6675.

This concludes the agency training module. Thank you for your participation.